MARINA INTERNATIONAL SCHOOL

ICT SCHEME OF WORK

FORM 1 - TERM 1

WEEK	TOPIC	TOPIC DETAILS
1.1	Types and Components of Computer Systems	☐ Description of a computer ☐ Main components of a computer: hardware and software ☐ Define hardware as consisting of physical components of a computer system
1.2	Starting with Text	word-processing software (Microsoft word) ☐ Loading Microsoft word ☐ Parts of Microsoft word application window (Title bar, ribbon tabs, tools bar, text area, Text cursor, insertion pointer, Scroll bars)
1.3	Starting with Text	word-processing software (Microsoft word) ☐ Loading Microsoft word ☐ Parts of Microsoft word application window (Title bar, ribbon tabs, tools bar, text area, Text cursor, insertion pointer, Scroll bars)
2.1	Hardware and software	☐ Identify internal hardware devices (Demonstrate in a system unit the: processor, motherboard, RAM, ROM, video cards, sound cards and internal hard disk drives)
2.2	Starting with Text :- Exploring the keyboard and mouse	Exploring the keyboard ☐ Exploring the keyboard (alphabetic keys, space bar key, enter key, back space key, delete key, shift key) Exploring the mouse ☐ Left click, right click ☐ Scroll button
2.3	Starting with Text :- Exploring the keyboard and mouse	Exploring the keyboard ☐ Exploring the keyboard (alphabetic keys, space bar key, enter key, back space key, delete key, shift key) Exploring the mouse ☐ Left click, right click ☐ Scroll button

WEEK	TOPIC	TOPIC DETAILS
3.1	Hardware and software:- External hardware	External hardware devices and peripherals ☐ (Identify External hardware such as monitors, keyboards, mice, printers as input and output devices and external storage devices in general)
3.2	Starting with Text:- making changes to text	☐ Enter simple text, using keyboard ☐ Select and edit text ☐ Highlight words, ☐ Copy and Paste words, ☐ Delete text, ☐ Add words and change words or punctuation within the text
3.3	Starting with Text:- making changes to text	☐ Enter simple text, using keyboard ☐ Select and edit text ☐ Highlight words, ☐ Copy and Paste words, ☐ Delete text, ☐ Add words and change words or punctuation within the text
4.1	Computer software	☐ Definition of software as programs for controlling the operation of a computer or processing of electronic data ☐ Discuss various software used in PCs and various mobile apps ☐ Types of software – applications software and system software
4.2	Starting with Text : Making changes to text	☐ Enter simple text, using keyboard ☐ Select and edit text ☐ Highlight words, ☐ Copy and Paste words, ☐ Delete text, ☐ Add words and change words or punctuation within the text
4.3	Starting with Text :- Name, save and retrieve text documents	☐ Name and save a document in an appropriate location (e.g. Portable Storage device, USB memory stick or hard disk) and retrieve it later
5.1	Computer software:- application software	☐ Definition of applications software as software we use to accomplish specific tasks in the computer ☐ List down some common application software(e.g. Word processing, spreadsheet, database management systems, control Software, measuring software, apps, photo editing software, video editing software, graphics Manipulation software
5.2	Starting with Text :- Select basic icons (e.g. print, save or spellcheck) using the mouse	☐ Select icons on the word processing software such as save, copy, paste, and print, and use the spellchecker (if available) without assistance.

WEEK	TOPIC	TOPIC DETAILS
5.3	Starting with Text :- Select basic icons (e.g. print, save or spellcheck) using the mouse	☐ Select icons on the word processing software such as save, copy, paste, and print, and use the spellchecker (if available) without assistance.
6.1	Computer software:- System software	☐ Definition of systems software ☐ Some examples of system software (e.g. compilers, linkers, device drivers, operating systems and utilities)
6.2	Starting with Text :- Proofreading text	☐ use a combination of proof reading (on screen or printed) and a spellchecker (if available) to ensure that their final text has been checked and corrected,d,
6.3	Starting with Text :- Proofreading text	☐ use a combination of proof reading (on screen or printed) and a spellchecker (if available) to ensure that their final text has been checked and corrected,
7.1	The main components of computer systems	☐ Identify the main components of computer systems (The input devices, the CPU, output devices and Secondary/backing storage devices) ☐ The central processing unit (CPU) and its role ☐ Internal memory: ROM and RAM and the differences between them
7.2	Starting Images :- Creating pictures or patterns	☐ Introduction of learners to the use of graphics software ☐ Use simple shapes and lines to create pictures or patterns
7.3	Starting Images :- Creating pictures or patterns	☐ Introduction of learners to the use of graphics software ☐ Use simple shapes and lines to create pictures or patterns
8.1	The main components of computer systems	☐ Definition of input and output devices and the difference between them. Identify different input and output devices ☐ Definition of Secondary/backing storage. Identify various backing storage devices
8.2	Starting Images :- Edit pictures, using visual effects	☐ Filling white spaces in a picture or pattern with an appropriate tool, such as brush, spray and fill, to create color effects, line textures or patterns. ☐ Add details to an existing picture, using straight lines or geometric shapes
8.3	Starting Images :- Edit pictures, using visual effects	☐ Filling white spaces in a picture or pattern with an appropriate tool, such as brush, spray and fill, to create color effects, line textures or patterns. ☐ Add details to an existing picture, using straight lines or geometric shapes

WEEK	TOPIC	TOPIC DETAILS
9.1	Types of Computers:- Desktop computers	Types of computers and their uses ☐ Characteristics of a personal/desktop computer and its uses ☐ Discuss advantages and disadvantages of desktop computers
9.2	Starting Images :- Copy or delete a character or object	☐ Edit the original given picture, by selecting a particular object and either deleting it entirely (restoring the background), or copying and pasting it elsewhere in the picture
9.3	Starting Images :- Copy or delete a character or object	☐ Edit the original given picture, by selecting a particular object and either deleting it entirely (restoring the background), or copying and pasting it elsewhere in the picture
10.1	Types of Computers :- Laptop computer	☐ Laptop computer ☐ Characteristics of a laptop computer and its uses, ☐ Discuss advantages and disadvantages of laptop computers over desktop computers
10.2	Starting Images ;- Use 'Save As' to save edited pictures	☐ Edit the original given picture, by selecting a particular object and either deleting it entirely (restoring the background), or copying and pasting it elsewhere in the picture.
10.3	Starting Images ;- Use 'Save As' to save edited pictures	☐ Edit the original given picture, by selecting a particular object and either deleting it entirely (restoring the background), or copying and pasting it elsewhere in the picture.
11.1	Types of Computers :- Tablet computer	☐ Characteristics of a tablet computer and its uses, including its ability to use wireless technology or 3G/4G technology ☐ Discuss the advantages and disadvantages of tablets compared with laptop computers
11.2	Starting Images :- Use 'Save As' to save edited pictures	Save edited pictures with a new file name
11.3	Starting Images :- Use 'Save As' to save edited pictures	Save edited pictures with a new file name
12.1	Types of Computers:- smart phones	☐ Describe the computer characteristics of a smartphone and what it is used for in computing terms ☐ Describe the advantages and disadvantages of smartphone in comparison with tablet computers
12.2	Starting Graphs	-Microsoft Excel to enter a sub-set of data in a row or column (sort data into groups) -Use ICT tools to create a tally chart or data table

WEEK	TOPIC	TOPIC DETAILS
13.1	Types of Computers :- PDAs	☐ Characteristics of Personal Digital Assistance (PDAs) and their uses ☐ Discuss the advantages and disadvantages of PDAs compared with tablet computers.
13.2	Starting Graphs	☐ Use selected data entered to create two different but simple graphs or charts, e.g. Pie chart, bar graph or pictogram
13.3	Starting Graphs	☐ Use selected data entered to create two different but simple graphs or charts, e.g. Pie chart, bar graph or pictogram
14.1	Types of Computers: smart watches	☐ Characteristics of Smart watches ☐ Discuss the advantages and disadvantages of Smart watches compared with PDAs
14.2	☐ Present information in charts or graphs	☐ Use selected data entered to create two different but simple graphs or charts, e.g. Pie chart, bar graph or pictogram
14.3	☐ Present information in charts or graphs	☐ Use selected data entered to create two different but simple graphs or charts, e.g. Pie chart, bar graph or pictogram

ICT SCHEME OF WORK

FORM 1 - TERM 2

WEEK	TOPIC	TOPIC DETAILS
1.1	Input and output devices	Input and output devices ☐ Identify computer input devices and their uses Keyboard ☐ Understand the uses of keyboards as input devices ☐ Advantages and disadvantages of keyboard
1.2	Starting Graphs	☐ Use simple graphing or charting software, such as Microsoft Excel to enter a sub-set of data in a row or column (sort data into groups) ☐ Use ICT to create a tally chart or data table
1.3	Starting Graphs	☐ Use simple graphing or charting software, such as Microsoft Excel to enter a sub-set of data in a row or column (sort data into groups) ☐ Use ICT to create a tally chart or data table
2.1	Input devices and their uses: Numeric keypad	Numeric keypad Demonstration of keypad ☐ Understand various applications of numeric keypad ☐ Advantages and disadvantages of keypads
2.2	Starting Graphs :-Present information in charts or graphs	☐ Use selected data entered to create two different but simple graphs or charts, e.g. Pie chart, bar graph or pictogram
2.3	Starting Graphs :-Present information in charts or graphs	☐ Use selected data entered to create two different but simple graphs or charts, e.g. Pie chart, bar graph or pictogram
3.1	Input devices and their uses:- Pointing devices	Identify pointing devices (such as mouse, touchpad, trackerball), The Mouse o State the uses of mouse o Discuss the advantages and disadvantages of using the mouse

WEEK	TOPIC	TOPIC DETAILS
3.2	Starting Graphs :- Use charts or graphs to answer simple questions	Answering specific simple questions from the graph/chart like Which Is or the least popular?'
3.3	Starting Graphs :- Use charts or graphs to answer simple questions	Answering specific simple questions from the graph/chart like Which Is or the least popular?'
4.1	Input devices and their uses:- Pointing devices	Trackerball ☐ Demonstrate the trackerball and describe its use ☐ Discuss advantages and disadvantages of using the trackerball in comparison with mouse
4.2	Starting Graphs :- Draw simple conclusions from charts or graphs	☐ Discuss and use data in a graph or chart to make simple conclusions: - to make statements and general observations about data from created graphs
4.3	Starting Graphs :- Draw simple conclusions from charts or graphs	☐ Discuss and use data in a graph or chart to make simple conclusions: - to make statements and general observations about data from created graphs
5.1	Pointing devices :- Touchpad	Touchpad ☐ Demonstrate touchpad on laptop computer and discuss its uses ☐ Discuss advantages and disadvantages of using the touchpad in comparison with the mouse and trackerball
5.2	Starting Programming	Explaining the features SCRATCH APPLICATION: 1. Scripts, Costumes, Sounds, Sprites, Motions, Looks, Pen, Data 2. Events 3. Control
5.3	Starting Programming	Explaining the features SCRATCH APPLICATION: 4. Sensing 5. Operators 6. More blocks 7. Stage backdrop
6.1	input devices and their uses:- Remote control	Remote control ☐ State the uses of remote control as computer input device ☐ Discuss advantages and disadvantages of remote control

WEEK	TOPIC	TOPIC DETAILS
6.2	Starting Programming :-	Flowchart and its uses ☐ The different shapes used in flowchart including: ☐ Start/end, Arrows, input/output, process and Decision ☐ Movement of object on the screen using the correct steps and directions
6.3	Starting Programming	Flowchart and its uses ☐ The different shapes used in flowchart including: ☐ Start/end, Arrows, input/output, process and Decision ☐ Movement of object on the screen using the correct steps and directions
7.1	Joystick/driving wheel	Joystick/driving wheel ☐ Demonstrate joystick and driving wheel state how they are used as input devices in computer gaming ☐ Discuss advantages and disadvantages of joystick
7.2	Starting Programming	☐ Create a program involving the main flowchart symbols using SCRATCH application
7.3	Starting Programming	☐ Create a program involving the main flowchart symbols using SCRATCH application
8.1	Input devices and their uses :- Touchscreen	Touchscreen ☐ Understand use of touchscreen as input device ☐ Discuss the advantages and disadvantages
8.2	Starting Programming :- Using scratch application to design a program	☐ Help create a program involving the main flowchart symbols using SCRATCH application ☐ Input, output, or information displayed on the screen, which is determined by an input, or information entered by the user
8.3	Starting Programming :- Using scratch application to design a program	☐ Help create a program involving the main flowchart symbols using SCRATCH application ☐ Input, output, or information displayed on the screen, which is determined by an input, or information entered by the user
9.1	Input devices and their uses:- Scanners	Scanners ☐ Understand the use of scanner as input device ☐ Discuss advantages and disadvantages of scanners
9.2	Starting Programming :- Using Scratch application to design a program	☐ Introducing selection, inputs and outputs using a block-based programming environment

WEEK	TOPIC	TOPIC DETAILS
9.3	Starting Programming :- Using Scratch application to design a program	☐ Introducing selection, inputs and outputs using a block-based programming environment
10.1	Input devices and their uses :- Digital cameras and microphone	Digital cameras ☐ State the Uses of digital cameras as computer input device ☐ Discuss some advantages and disadvantages Digital cameras Microphone ☐ Explain the use of microphone as input device ☐ Discuss advantages and disadvantages of Microphone
10.2	Starting Programming :- Using scratch application to design a program	☐ show an example of the text that could be included within an input / output block ☐ Explain that this block can be found in the "Sensing" block palette
10.3	Starting Programming :- Using scratch application to design a program	☐ show an example of the text that could be included within an input / output block ☐ Explain that this block can be found in the "Sensing" block palette ☐ Demonstrate inputting a range of text, including "left", "right", and "move"
11.1	Input devices and their uses :- Sensors	o Type of sensors o State the uses of: ☐ Temperature sensor ☐ Pressure sensor ☐ Light sensor o Discuss the advantages and disadvantages of sensors in general
11.2	Starting Programming :- Using scratch application to design a program	Demonstrate inputting a range of text, including "left", "right", and "move" and discuss the program's behavior.
11.3	Starting Programming :- Using scratch application to design a program	Demonstrate inputting a range of text, including "left", "right", and "move" and discuss the program's behavior.
12.1	Input and output devices and their uses :- Sensors (continued)	o Type of sensors o State the uses of: ☐ Temperature sensor ☐ Pressure sensor ☐ Light sensor o Discuss the advantages and disadvantages of sensors in general

WEEK	TOPIC	TOPIC DETAILS
12.2	Starting Programming :- Using scratch application to design a program (continued)	☐ Demonstrate inputting a range of text, including "left", "right", and "move" and discuss the program's behavior. (continued)
12.3	Starting Programming :- Using scratch application to design a program (continued)	☐ Demonstrate inputting a range of text, including "left", "right", and "move" and discuss the program's behavior. (continued)

ICT SCHEME OF WORK

FORM 1 - TERM 3

WEEK	TOPIC	TOPIC DETAILS
1.1	Input devices and their uses :-	Graphics Tablet ☐ Explain the Uses of graphic tablets ☐ Discuss advantages and disadvantages Graphics Tablet
1.2	Starting Searches	☐ Use buttons, menus and indexes to search for and navigate to information
1.3	Starting Searches	☐ Using search techniques to complete the searches on specified websites or on a CD-ROM.
2.1	Input devices and their uses:- Video Camera	Video Camera ☐ Uses of video camera as input device ☐ Discuss advantages and disadvantages of video cameras
2.2	Starting Searches	☐ Using search techniques to complete the searches on specified websites or on a CD-ROM. ☐ Select appropriate keywords to find answers to specified questions, by searching for information on a CD-ROM or on the internet
2.3	Starting Searches	Select appropriate keywords to find answers to specified questions, by searching for information on a CD-ROM or on the internet
3.1	Input devices and their uses :- webcam	Webcam ☐ Describe wed cameras as digital type if digital camera without memory storage ☐ Uses of web cameras ☐ Discuss advantages and disadvantages of web cameras
3.2	Starting Searches	☐ To recognize relevant and irrelevant data from a search ☐ Compare use of ICT-based searches to a practical search using reference books.

WEEK	TOPIC	TOPIC DETAILS
3.3	Starting Searches	☐ To recognize relevant and irrelevant data from a search ☐ Compare use of ICT-based searches to a practical search using reference books.
4.1	Direct data entry and associated devices	Describe direct data entry devices and identify some direct data entry devices (eg magnetic stripe readers, chip readers, RFID, MICR, OCR) Magnetic stripe readers ☐ Explain the Use of magnetic stripe reader ☐ Discuss advantages and disadvantages of Magnetic stripe readers
4.2	Starting Searches	☐ Compare use of ICT-based searches to a practical search using reference books. ☐ Compare the way information is organized in books, such as contents pages, indexes, glossaries, etc., with the way it is organized in electronic equivalents
4.3	Starting Searches	☐ Compare use of ICT-based searches to a practical search using reference books. ☐ Compare the way information is organized in books, such as contents pages, indexes, glossaries, etc., with the way it is organized in electronic equivalents
5.1	Direct data entry and associated devices:- Chip and pin readers	Chip and pin readers ☐ Explain the Uses of chip and pin reader ☐ Discuss advantages and disadvantages of Chip and pin readers in comparison with Magnetic stripe readers
5.2	Starting Email :- Creating and sending email messages	Email software ☐ Discuss some email software which learners can use to create and send email ☐ Access the email software and use it to create a new message.
5.3	Starting Email :- Creating and sending email messages	☐ Access the email software and use it to create a new message. ☐ Add a recipient email address correctly and an appropriate subject line on the email compose window
6.1	Direct data entry and associated devices :- RFID	RFID ☐ Describe RFID readers and their Uses ☐ Discuss advantages and disadvantages of RFID readers
6.2	Starting Email :- Creating and sending email messages	☐ Add a recipient email address correctly and an appropriate subject line on the email compose window ☐ Use email software to send email message

WEEK	TOPIC	TOPIC DETAILS
6.3	Starting Email :- Creating and sending email messages	☐ Add a recipient email address correctly and an appropriate subject line on the email compose window ☐ Use email software to send email message
7.1	Direct data entry and associated devices ;- MICR	MICR ☐ Explain MICR technology and the Use of MICR readers ☐ Discuss advantages and disadvantages of MICR
7.2	Starting Email :- Reply to email messages	Reply to email messages ☐ Reply to email messages received using the reply button without having to re-type the address and subject
7.3	Starting Email :- Reading received emails	Reading received emails ☐ Use the email software identify, access and read new messages ☐ To find the email sender and the email subject
8.1	Direct data entry and associated devices :- OMR	OMR ☐ Explain the use of OMR ☐ Discuss advantages and disadvantages of OMR
8.2	Starting Email :- Using email folders	Email folders ☐ Understand how/where email software stores messages, e.g. the default folders like inbox, outbox, sent folder, drafts, deleted items /trash, etc. ☐ Use the email software to forward and send a carbon copy (cc) email to another recipient
8.3	Starting Email :- Using email folders	Email folders ☐ Understand how/where email software stores messages, e.g. the default folders like inbox, outbox, sent folder, drafts, deleted items /trash, etc. ☐ Use the email software to forward and send a carbon copy (cc) email to another recipient
9.1	direct data entry and associated devices :- Barcode reader	OCR ☐ Explain the OCR technology ☐ State some uses of OCR ☐ Discuss advantages and disadvantages of OCR
9.2	Starting Email :- Forward email messages and copy to another recipient	☐ Explain the difference between forward, reply and carbon copy (cc), and when they should be used. Understand when the copying and forwarding of emails could be useful.

WEEK	TOPIC	TOPIC DETAILS
9.3	Starting Email :- Forward email messages and copy to another recipient	Forward email using CC and BCC options
10.1	Direct data entry and associated devices:- Barcode reader	Barcode reader ☐ Explain the Use of barcode reader ☐ Discuss advantages and disadvantages of barcode reader
10.2	Starting Email:-Printing email	☐ Printing received emails ☐ use the printed copy to highlighting the following key aspects of the email: 1. the sender 2. the subject 3. the message 4. the recipients.
10.3	Starting Email :- Printing email	☐ Printing received emails ☐ use the printed copy to highlight the key aspects of the email: 1. the sender 2. the subject 3. the message 4. the recipients.
11.1	Output devices and their uses	Output devices ☐ Describe computer output devices ☐ Identify various computer output devices and their uses(give various examples such as monitor, multimedia projector, Printers loud speakers)
11.2	Starting Email :- Privacy and security issues	☐ Discuss why it might not be appropriate to send copies of certain emails on to other people and why care should be taken when sending out links to websites.
11.3	Starting Email :- Privacy and security issues	☐ Discuss why it might not be appropriate to send copies of certain emails on to other people and why care should be taken when sending out links to websites.
12.1	Output devices and their uses	Monitors ☐ Provide learners with CRT and TFT monitors to make comparison in terms of size, shape, weight and use these parameters to make conclusions about the energy consumption of the 2 monitors
12.2	Starting Email :- Privacy and security issues	☐ Discuss data security and privacy issues in email communication

WEEK	TOPIC	TOPIC DETAILS
12.3	Starting Email :- Privacy and security issues	☐ Discuss data security and privacy issues in email communication Discuss the: ☐ The privacy of the sender of the original email ☐ That certain websites might not be suitable for the recipients that they are sending them to.

WEEK	TOPIC	TOPIC DETAILS
12.3	Starting Email :- Privacy and security issues	☐ Discuss data security and privacy issues in email communication Discuss the: ☐ The privacy of the sender of the original email ☐ That certain websites might not be suitable for the recipients that they are sending them to.